

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		Quality Assurance/Quality Control	
			Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED

THROUGH

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address MUST be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICE FOR AS NEEDED CONSTRUCTION SERVICES Geotechnical Engineering Services

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION:

Statewide

DESCRIPTION OF WORK:

The Geotechnical Engineering Services work may include, but is not limited to: subsurface exploration, in-situ testing; laboratory testing; geotechnical analysis and recommendations using the **latest AASHTO LRFD Bridge Design Specifications**; and geotechnical instrumentation. Additionally, required services may include Standard Penetration Test (SPT); undisturbed soil sampling; and the ability to perform standard geotechnical field and laboratory testing (gradation analysis, classification, shear strength, consolidation testing, vane shear testing, water level monitoring, etc.)

This scope is for “as needed” services, based on intermittent needs of the MDOT. It must be noted that this is not a guarantee that the MDOT will use the consultant’s services.

Up to three (3) Consultants will be selected for these “as needed” geotechnical engineering services.

ANTICIPATED START DATE:

January, 2012

ANTICIPATED COMPLETION DATE:

January, 2014

PRIMARY PREQUALIFICATION CLASSIFICATION:

Geotechnical Engineering Services

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

DBE PARTICIPATION: N/A

MDOT PROJECT MANAGER:

Ryan W. Snook, P.E.

MDOT - Construction and Technology Division

Geotechnical Services Section

8885 Ricks Road

P. O. Box 30049

Lansing, MI 48909

Phone: (517) 322-5748

Fax: (517) 322-5664

E-mail: SnookR@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

MDOT ALTERNATE PROJECT CONTACT:

Matthew J. Filcek, P.E.

MDOT - Construction and Technology Division

Geotechnical Services Section

8885 Ricks Road

P. O. Box 30049

Lansing, MI 48909

Phone: (517) 322-6179

Fax: (517) 322-5664

E-mail: FilcekM@michigan.gov

CONSULTANT RESPONSIBILITIES:

The Consultant will perform geotechnical design services on an “as needed” basis for transportation projects statewide for the next two (2) years, based on the intermittent needs of the Department. Work will be authorized under a separate authorization for each project.

Upon request, the Consultant shall be prepared to thoroughly investigate, analyze and prepare geotechnical recommendations for design and construction. The Consultant must demonstrate experience in complex soil mechanics analysis for transportation related applications using the **latest AASHTO LRFD Bridge Design Specifications**, such as settlement, sliding block slope stability, rotational slope stability, lateral squeeze of foundation soil slope stability, bridge foundations (both shallow and deep) and retaining structures. Experience on working MDOT projects is preferred.

The Consultant shall furnish all services and labor necessary to conduct and complete the

requirements for geotechnical design services as described herein. The Consultant shall furnish all materials, equipment, supplies, and incidentals necessary to perform this service.

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual.

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications. Consultant shall comply with all MDOT CADD standards and file naming conventions. Any CADD files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

In addition, a global positioning system (GPS) unit should be utilized to collect survey information for soil borings, including Northing and Easting information. Coordinates must be in the Horizontal Datum: Michigan State Plane Coordinates (NAD 1983).

The geotechnical design services shall be performed to the satisfaction of MDOT and consistent with applicable professional standards as stated below:

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations.
- C. The Consultant will perform field operations in accordance with OSHA and MIOSHA regulations and accepted safety practices. The Consultant will wear personal protection safety equipment in accordance with MDOT policy as stated in the MDOT Guidance Document #10118, while on the project.
- D. The Consultant is responsible for maintaining traffic during all operations. **The Consultant's method of maintaining traffic shall have prior approval by the Regional Traffic and Safety Engineer is in accordance with the MUTCC and the MDOT maintaining traffic details.**
- E. The Consultant will demonstrate knowledge of and performance in compliance with the standard practices of the Department, and all manuals and guidelines needed to carry out the work in an appropriate manner. All portions of the subsurface investigation will be in accordance with current ASTM Standards, MDOT's "Geotechnical Investigation and Analysis Requirements for Structures" report dated March 2004 and MDOT's "Uniform Field Soil Classification System (Modified Unified Description)". These last two documents can be found on MDOT's public website.
- F. The Consultant is responsible for locating utilities by calling **MISS DIG (800-482-7171)** and is also responsible for locating utilities not on the MISS DIG system. Additionally, the Consultant is to **notify Mr. Snook 48 hours** prior to starting work.

- G. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal.

MDOT RESPONSIBILITIES:

- A. MDOT will respond to and provide answers to the Consultant's questions pertaining to the projects. Questions can be directed towards the MDOT Project Manager:

Ryan W. Snook, P.E.
Or Alternate Project Contact

Phone (517) 322-5748
Phone (517) 322-6179

- B. MDOT will schedule and/or conduct project related meetings.
- C. MDOT must review and approve any Consultant staff changes as they pertain to the project.
- D. MDOT will provide Project Study Plans (if available) and scope of work indicating as needed Geotechnical Engineering Services.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal

submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.